

# BOARD OF HEALTH TOWN OF FOXBOROUGH

MASSACHUSETTS 02035

www.foxboroughma.gov

40 SOUTH STREET Tel. (508) 543-1207 Fax (508) 543-6278

BHP	
DATE REC'D	
CHECK#	

### MOBILE FOOD PERMIT APPLICATION

(PERMIT EXPIRES ON 12/31)

(Application must be submitted 30 days before planned opening date/yearly renewal date or a \$100 Late Fee Will Be Required)
(PERMIT FEE: \$100.00 cash or check – If check make payable to the Town of Foxborough)

1. Mobile Unit Name:				
Address:				
3. Mobile Unit Mailing Address (if different):				
. Telephone No:				
5. Applicant Name & Title:				
6. Applicant Address:				
7. Applicant Telephone No:	24 Hour Emergency No:			
8. E-Mail Address:	Fax No:			
9. Owner Name & Title (if different from applicant):				
10. Owner Address (if different from applicant):				
11. Establishment Owned By:	12. If a corporation or partnership, give name, title, and home			
	address of officers or partner.			
☐ An Association ☐ A corporation				
☐ A corporation ☐ An individual	Name Title Home Address			
☐ A partnership ☐ Other legal entity				
Other legal entity				
10 D D				
13. Person Directly Responsible For Daily Operations (Owner, Person in Charge, Mgr., etc.):				
NAME & TITLE:				
ADDRESS:				
TELEPHONE NO: FAX:				
EMERGENCY TELEPHONE NO:				
14. Licensed Food Establishment (Base of Operation)				
NAME:				
ADDRESS:				
TELEPHONE NO: FAX:				
15. *Name of Person In Charge - Certified in Food Protection Management:				
ATTACH COPY OF CERTIFICATION	ATTACH COPY OF CERTIFICATION			

\*\*\*THIS APPLICATION MUST BE FILLED OUT COMPLETELY\*\*\*

16. LIST ALL <u>EVENTS/DATES/LOCATIONS</u> YOU WILL BE WORKING AT. (GILLETTE STADIUM EVENTS LIST EXACT LOCATION)		
17. DESCRIPTION OF WHAT YOU WILL BE SERVING OR SELLING.		
18. Will food preparation include the generation of fats, oils and grease (FOG)  Yes No		
This includes cooking with dairy products, dressings, sauces, and any animal meats. If Yes, where is your FOG disposal location		
Will you be using paper products and other disposable serving ware?  Yes No		
Will you be cleaning cooking and serving utensils and equipment on site?  Yes No		
If Yes, describe the cleaning equipment/location (ex: School café kitchen sink)		
I, the undersigned, attest to the accuracy of the information provided in this application and I affirm that the food establishment operation will comply with 105 CMR 590.000 and all other applicable law. I have been instructed by the Board of Health on how to obtain copies of 105 C 590.000 and the Federal Food Code. BOTH COPIES MUST BE KEPT ON SITE AT ALL TIMES.  Pursuant to MGL Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state returns and paid state taxes required by law.  19. Social Security Number or Federal ID Number	MR	
20. Signature of Individual or Corporate NameDate		
LICENSE RENEWALS, NON PAYMENT, IF NOT PAID ON TIME (less than 30 days of opening date): \$100 Flat Fee in addition to the permit fee. RE-INSPECTION FEE FOR FOOD CODE VIOLATIONS \$50.00. Re-inspection fee payment not paid within 14 calendar days violation notice will be assessed at 50% of the re-inspection fee.	of	
THE FOLLOWING DOCUMENTS MUST BE RETURNED WITH THIS APPLICATION. ALL FORMS ARE NOT RETURNED, YOUR APPLICATION AND CHECK WILL BE MAILED BACK TO YOU AND YOUR PERMIT REQUEST WILL BE REJECTED.	<u>IF</u>	
□ \$100 PERMIT FEE – (CASH OR CHECK - IF CHECK MAKE PAYABLE TO: THE TOWN OF FOXBOROUGH – INCLUDE \$100 LATE FEE IF SUBMITTED LESS THAN 30 DAYS OF THE EVENT).		
SERVSAFE CERTIFICATE (For Potentially Hazardous Foods Only). (Pre-packaged items/bottled water, etc. you do not need a ServSafe Certificate).		
WORKERS' COMPENSATION FORM (NEW FORM NEEDED EVERY PERMITTING SEASON). (SOLE PROPRIETORS AND NON-PROFIT ORGANIZATIONS MUST ALSO FILL OUT THIS FORM BY CHECKING OFF APPLICABLE BOX THEN SIGN AND DATE).		
□ FOG CERTIFICATION (If Required)		
□ COPY OF CURRENT LICENSE FROM THE TOWN WHERE YOUR ESTAB. LOCATED.	IS	



# The Commonwealth of Massachusetts Department of Industrial Accidents Office of Investigations 600 Washington Street Boston, MA 02111 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information	Please Print Legibly
Business/Organization Name:	
Address:	
City/State/Zip:	•
Are you an employer? Check the appropriate box:  1.	Business Type (required):  5.  Retail  6.  Restaurant/Bar/Eating Establishment  7.  Office and/or Sales (incl. real estate, auto, etc.)  8.  Non-profit  9.  Entertainment  10. Manufacturing  11. Health Care  12. Other  it workers' compensation policy information.
I am an employer that is providing workers' compensation insurance Company Name:  Insurer's Address:  City/State/Zip:	
Policy # or Self-ins. Lic. #	
Attach a copy of the workers' compensation policy declaration Failure to secure coverage as required under Section 25A of MGL fine up to \$1,500.00 and/or one-year imprisonment, as well as civi of up to \$250.00 a day against the violator. Be advised that a copy Investigations of the DIA for insurance coverage verification.  I do hereby certify, under the pains and penalties of perjury that	page (showing the policy number and expiration date).  c. 152 can lead to the imposition of criminal penalties of a l penalties in the form of a STOP WORK ORDER and a fine of this statement may be forwarded to the Office of
Cignothum	
Official use only. Do not write in this area, to be completed by	city or town official.
City or Town: Per Issuing Authority (circle one):  1. Board of Health 2. Building Department 3. City/Town Cit	
6. Other Contact Person:	Phone #:

## **Information and Instructions**

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

#### **Applicants**

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. Also be sure to sign and date the affidavit. The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

#### City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents

Office of Investigations

600 Washington Street

Boston, MA 02111

Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE Fax # 617-727-7749 www.mass.gov/dia



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Paul Steeves, Chairman Paul A. Mullins, Vice-Chairman Eric S. Arvedon, Clerk

Pauline E. Clifford, Health Agent

#### Town of Foxborough Board of Health Fats, Oils and Grease (FOG) Regulations

The Town of Foxborough Board of Health, in accordance with, and under the authority granted by Section 31 of Chapter 111 of the General Laws of the Commonwealth of Massachusetts hereby adopts the following rules and regulations relative to the generation and management of fats, oils and grease and maintenance of permitted sewer and septic systems within the Town of Foxborough.

#### Purpose:

These regulations are adopted in an effort to protect the public health, safety, and the environment relative to the generation of fats, oils, and grease (FOG) when discharged into sewer and septic systems. These regulations provide requirements and standards relative to the management of FOG and the maintenance of systems conveying, collecting, and storing these waste products. The goal of these regulations is to help prevent plumbing system obstructions, premature septic system failure, and sanitary sewage overflows that subject the community to unsanitary conditions of wastewater exposure which increase the potential of disease transmission, is a potential source of contamination of drinking water supplies, and endangering the balance of the wetland ecosystems in Foxborough.

<u>Definitions:</u> Best Management Practice(s): means a cultural or engineering technique, or a management strategy, that has been determined and accepted to be an effective and practical means of preventing or reducing non-point source pollution in a local area.

FOG (Fats, Oils, Grease): means organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in the United States Code of Federal Regulations 40 CFR 136, as may be amended from time to time.

Food Service Establishment: includes, but is not limited to, any facility preparing and/or serving food for commercial use or sale. This includes restaurants, cafés, lunch counters, cafeterias, hotels, hospitals, convalescent homes, factory or school kitchens, catering kitchens, bakeries, grocery stores with food preparation and packaging, meat cutting and preparation (excluding grocery stores with only food warming operations), meat packing facilities and other food handling facilities not listed above where fats, oil and grease may be introduced into the community sewer system and cause line blockages and sewer overflows.

Grease interceptor (sometimes called separators): for the purposes of this document means an interior or exterior multi-compartment device designed to retain grease from one or more fixtures; it shall be of a size and design in compliance with all current Building and Plumbing codes adopted by the Town.

Sewer: means all sewers and facilities operated for carrying sewage including private septic systems.

Yellow grease: is the used oil from fryers disposed of in a collection container located outside the building.

#### **Effective Date:**

These regulations become effective upon the date of the signature of the Foxborough Board of Health (Board). At such time:

- 1. All existing food service establishments with external grease interceptor units are required to have a contract with a licensed septic hauler company that is permitted with the Town of Foxborough. External grease interceptors must be inspected once each month on a set schedule and must be pumped if the fats, oils, grease, (FOG) and sludge layers are 25% of the effective depth of the interceptor or must be pumped every 3 months, whichever is sooner. This enforcement action will be equivalent to the requirements under 310 CMR 15.351(2) (Title 5).
- 2. All FOG interceptors located within the establishment must be inspected and cleaned once each month on a set schedule. Internal interceptors can be serviced by properly trained establishment staff approved by the Board of Health. Employees that service these systems must complete a self training packet provided by the Board of Health and follow the inspection, service, and documentation requirements. If interceptors are serviced by establishment staff an inspection of the interceptor must be conducted once per year by a professional.
- 3. Establishments that are closed for periods of time which exceed 30 consecutive days are exempt from pumping and inspecting FOG systems during those months which the establishment is closed. Proof of temporary closure must be provided to the Board of Health upon request.
- 4. Establishments can petition the Board of Health to adjust the maintenance schedule for interceptors. The petition must be in writing and include six months of maintenance reports and supporting documentation from a licensed septic hauler or plumber with a detailed explanation for the adjustment to the cleaning frequency. Variances to the above stated maintenance schedule will be approved at the discretion of the Board of Health and reviewed on a yearly basis. The Board may specify additional FOG Management requirements as a condition of the approval.
- 5. All food service establishments must keep maintenance logs for all FOG interceptors and must have these documents available to the Town of Foxborough upon inspection.
- 6. All food service establishments that have grease interceptors must have proper FOG signage (see State of Massachusetts Plumbing Code 248 CMR 10.09 (2m)(3)).
- 7. Biological and/or chemical treatments are not permitted for use in grease interceptors in the Town of Foxborough unless approved by the Board of Health. It will be the responsibility of the establishment owner to provide adequate supporting documentation for review by the Board.
- 8. All food service establishment staff and Septic/FOG Haulers are required to be trained on FOG management and maintenance practices. The following training is required and will constitute appropriate "Certification":
  - Food Service Managers and Septic/FOG Hauler Managers: Must attend a Foxborough FOG Program Training Class approved by the Board of Health. At least one staff

member who maintains this certification must be working during operational hours. Proof of Certification will be required as part of the 2012 Permit renewal.

- All other food service staff and Septic/FOG Hauler staff: Must read the self training
  materials provided by the Board of Health and receive any additional training by
  management staff as needed. The business will keep a staff training log sheet with the
  names, signatures, and date the staff member received training. This log will be kept on
  site and must be available for viewing at any time by the Board of Health. Review of
  training logs will be part of the Board of Health FOG Inspections starting January 2012.
- Certification is valid until and unless changed or otherwise modified by the Board of Health.
- 9. All establishments that handle FOG must have spill cleanup stations and/or kits with grease absorbent pads and/or cat litter or a similar product to cleanup FOG spills and prevent (slip, trip and fall) injury in the workplace.
- 10. All temporary food service establishments and events that use, generate, or store FOG will be required to have a written FOG management plan before a temporary food service permit will be issued.
  - 11. If an establishment is in violation of proper grease interceptor maintenance, the Board of Health may require the facility to install a grease interceptor monitoring system at the owner's expense. The data from this monitoring device must be submitted to the Board of Health monthly on a set and agreed upon schedule.
  - 12. All Septic Haulers that service grease interceptors within the Town of Foxborough must complete a Grease Interceptor Service Report form. If the form is different from that supplied by the Board of Health, it must contain the same information and must include the percent of FOG and solids in the interceptor and the condition of the interceptor. If pumping is not required for an external interceptor at the time of inspection a detailed inspection report must be provided along with the calculation information. This report must be filled out and submitted to the customer at the time of service. All manifests must be submitted to the Board of Health within sixty (60) days of a pumping service.
  - 13. Establishments on Town sewer with FOG Control Program variance issued by the Water/Sewer Department Superintendant will take precedence over portions of this regulation based on the nature of the variance.
  - 14. There will be a FOG plan review fee of \$50.00 for all new food service establishments and renovations on existing food service establishments.
  - 15. Failure to comply with these regulations will result in re-inspection fees of \$50.00 per inspection. Violators will be required to attend a Board of Health hearing that may result in suspension or termination of a food permit.
  - 16. As of January 2012 all Septic/FOG Hauler trucks that service systems in the Town of Foxborough will be required to have a Septic/FOG Hauler Permit. Permitted FOG Haulers will be issued a truck/trailer sticker for each truck permitted. This yearly sticker must be displayed on the truck/trailer at all times. FOG Haulers must provide a list of all FOG customers in Foxborough as part of the permit application.
  - 17. All Septic Haulers must have strict conformance to the FOG regulations for pumping and maintenance under the Board of Health FOG Control Regulations for systems on town sewer and 310 CMR 15.351(2) (Title V) for private onsite septic systems. Failure to comply with these regulations may result in the loss

of Permit for the year and repeat offenses can result in a permanent loss of permit at the discretion of the Board of Health.

- 18. If a Hauler is found to be illegally discharging FOG under any Federal, State, or Local laws this will result in the loss of all FOG Permits indefinitely and could also face criminal charges.
- 19. As of January 2012 all food service establishments in the Town of Foxborough that use, generate, or store FOG will be required to hold a FOG Permit.

Fee Schedule:

- \$50.00 per year for establishments with up to 3 grease interceptors and/or 1 yellow grease collection container.
- An additional \$50.00 per year for each grease interceptor over 3 to a maximum charge of \$200.00 per year.
- Any establishment that generates FOG and does not have a FOG containment permit approved by the Board will be assessed a fee of \$50.00 per year.

\*

Exemptions to FOG yearly fee \*\*
O Seasonal mobile food service units \*\*

 Non-profit, clubs, and religious organizations approved by the Board of Health

Approved and adopted on April 4, 2011 by the Foxborough Board of Health.

Effective January 1, 2012.

Paul Steeves, Chairman

Paul A. Mullins, Vice Chairman

Eric S. Arvedon, Clerk

#### 105 CMR: DEPARTMENT OF PUBLIC HEALTH

#### 590.004: continued

Packaged food shall comply with standard of identity requirements in accordance with applicable law.

- (J) FC 3-602.11(B)(2) Labeling of Ingredients.\* FC 3-602.11(B)(2) shall be designated as a critical item if there is one or more undeclared allergenic ingredient(s) in the ingredient statement, which would result in a Class I or II recall.
- (K) FC 3-603.11 Consumption of Animal Foods that are Raw, Undercooked, or Not Otherwise Processed to Eliminate Pathogens.\* Enforcement of FC 3-603.11 will be implemented January 1, 2001.

#### 590.005: Equipment Utensils and Linen - federal 1999 Food Code Chapter 4

#### 590.006: Water, Plumbing and Waste - federal 1999 Food Code Chapter 5

(A) FC 5-101.13 Bottled Drinking Water.\* FC 5-101.13 Bottled Drinking Water \* shall be stricken and replaced by the following:

bottled drinking water used or sold in a food establishment shall be obtained from sources, which comply with all applicable laws.

(B) FC 5-102.11 Standards.\* In addition to requirements in FC 5-102.11, water from a public water system shall meet requirements set forth in 310 CMR 22.00: Drinking Water

#### 590.007: Physical Facilities - federal 1999 Food Code Chapter 6

590.008: Poisonous or Toxic Materials - federal 1999 Food Code Chapter 7

#### 590.009: Special Requirements

#### (A) Caterers.

- (1) Base of Operations. Each caterer shall have as its base of operations a food establishment that shall comply with the provisions of 105 CMR 590.000, except that a facility holding a permit as a residential kitchen shall not serve as the base of operations for a caterer.
- (2) Notification. Each caterer shall:
  - (a) Notify the board of health of the city or town in which it plans to serve a meal prior to serving any meal elsewhere than in its own food service establishment and shall give written notice to the board of health on a form provided by the board or the Department either prior to or within 72 hours after serving a meal elsewhere than its own food service establishment; and
  - (b) If required by the board of health or its agent, provide the board with a copy of its food establishment permit prior to serving a meal in a city or town other than the one in which its food establishment is located.

#### (B) Mobile Food Operations.

- (1) Mobile food operations shall comply with the requirements of the federal 1999 Food Code and other applicable provisions of 105 CMR 590.000 except as otherwise provided in 105 CMR 590.009(B). The board of health may impose additional requirements and restrictions to protect against health hazards related to the conduct of the mobile food operation and may prohibit the sale of some or all potentially hazardous foods.
- (2) Mobile food operations not equipped with an adequate water and waste system to facilitate handwashing and the cleaning and sanitizing of utensils shall be limited to the preparation and service of frankfurters and non-potentially hazardous foods and to the sale of pre-packaged food prepared at a food processing establishment licensed in accordance with 105 CMR 500.000, except that pre-packaged food may be prepared by the mobile food operator at a licensed food establishment for which he or she holds a permit in accordance with 105 CMR 590.000.

#### 105 CMR: DEPARTMENT OF PUBLIC HEALTH



- (3) Mobile food operations equipped with an adequate water and waste system to facilitate handwashing and the cleaning and sanitizing of utensils may prepare potentially hazardous foods requiring limited preparation for immediate service, provided that any advanced food preparation, if necessary, is conducted by the mobile operator in a licensed food establishment.
- (4) Mobile food operations shall provide only single-service articles for use by the consumer.
- (5) Condiments, cream and sugar shall be served only from a sanitary dispenser or in individually wrapped servings.
- (6) Mechanical refrigeration or insulated containers with ice or gel packs must be used to maintain product temperature for pre-packaged, ready-to-eat foods which are required to be held at or below 45° F (7° C) or 41° F (5° C). The storage of packaged food in contact with water or undrained ice is prohibited. Wrapped ready-to-eat foods such as sandwiches shall not be stored in direct contact with ice. Effective July 1, 2005, all mobile food operations selling or distributing ready-to-eat PHFs must be equipped with mechanical refrigeration that can maintain PHFs at or below 41° F (5° C).
- (7) Bulk food shall not be used unless purchased from an approved source. Bulk PHFs, with the exception of frozen desserts, must be sold or served on the same day as purchased. All hot food shall be discarded if not used or sold by the end of the day.
- (8) A convenient hand-washing facility must be available on site for employee hand-washing whenever handling unpackaged foods. This facility shall consist of at least sufficient warm running water, soap and individual paper towels. The board of health may approve the use of chemically treated towelettes in lieu of hand-washing facilities if only frankfurters, non-potentially hazardous foods and non-perishable foods are served and there is no bare-hand contact. Chemically treated towlettes must be made available for use by customers in self-service operations.
- (9) A sign shall be provided at consumer self-service operations, which states that the use of bare hands by consumers for self-service is prohibited by state law.

(10) Equipment.

- (a) Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the equipment and establishment.
- (b) Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination. Mobile food operations, which cook or reheat unpackaged food for hot holding shall be fully enclosed unless equipped with air curtains to prevent the contamination of food and food contact surfaces with environmental contaminants.
- (c) Ware-washing facilities, when required, shall be available in accordance with the FC for cleaning in-use utensits and food contact surfaces.
- (11) Operators of mobile food operations shall obtain the use of adequate and suitable toilet facilities where handwashing facilities are available.
- (12) Mobile food operations shall operate from a fixed, licensed food establishment or food processing plant and shall report at least daily to such locations for all food, water and supplies and for all cleaning and servicing operations. Mobile food operators shall retain the list of ingredients and the receipt for all bulk foods, which must indicate the name of the food item, the date purchased and the name of the approved food source licensed in accordance with 105 CMR 500,000.
- (13) Servicing areas shall be provided with overhead protection except that areas used only for the loading of water, packaged food or the discharge of sewage and other liquid waste, through the use of a closed system of hoses, need not be provided with overhead protection.
- (14) Mobile food operations shall have identification, i.e., person's name and/or business name, city and telephone number in letters not smaller than three inches, on the left and right door panels of the vehicle or on the left and right sides of the trailer or pushcart.

#### (C) Temporary Food Establishments.

(1) A temporary food operation shall comply with all applicable requirements of the federal 1999 Food Code, except as otherwise provided in this 105 CMR 590.009(C). The board of health may impose additional requirements to protect against health hazards related to the conduct of the temporary food operation, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of 105 CMR 590.000 pursuant to the provisions of 105 CMR 590.010(H).